



## COMMITTEE ON CURRICULUM & INSTRUCTION Meeting Minutes

March 8, 2019 10:00 A.M., B6

### ***Empowering Students to Achieve Their Personal Best Through Excellence in Education.***

- I. **Call to Order: Melissa Matteson, Stand-in Curriculum Chair**  
The meeting was called to order at 10:14 a.m.
  
- II. **Roll Call**  
**Voting Members Present:** Ibrahim Aboud, Lilia Franco, Apineru Lealofi, Vincent Lovato, Susan Nylander, Jaime Rodriguez, Joseph Williams, Melissa Matteson  
**Non-Voting Members Present:** Jessica Tainatongo, Karen Kane, Penny Shreve, Jonathan Robles  
**Members Absent:** Carol Blake, Kyri Freeman, Rudy Duque, Jennafer Worland, Sandi Thomas, Heather Minehart, Felicia Martinez, Heather Brang, Tim Botengan  
**Guests:** Andrew Rehfeld, Julian Bhebhe, Nance Nunes-Gill, Jill Murphy, Taylor Puryear
  
- III. **Approval of Agenda**  
The agenda of March 8, 2019 was approved (7, 0, and 0)
  
- IV. **Opportunities to Address the Committee**  
Nance Nunes-Gill proposed that Tech Review meet earlier on March 22<sup>nd</sup> (8:00 a.m. – 10:00 a.m. prior to the Curriculum Committee Meeting) to accommodate a 12:00 to 5:00 p.m. Guided Pathways Facilitator meeting. Melissa Matteson, as stand-in Curriculum Chair, will email the Curriculum Chair, Kyri, with the suggestion and move forward accordingly.
  
- V. **Reports**
  - A. **VP of Academic Affairs – Karen Kane**  
No report.
  - B. **Dean of Instruction – Penny Shreve**  
No report.
  - C. **Dean of CTE – Sandi Thomas**  
Absent.
  - D. **Dean of DE and Learning Support – Tim Botengan**  
Absent.

**E. Articulation Officer – Jaime Rodriguez**

No report.

**F. SLOAC Chair – Jennafer Worland**

Absent.

**VI. Consent Agenda from Tech/Peer Review**

Motion to approve the March 8, 2019 Consent Agenda – 1<sup>st</sup>: Joseph Williams/2<sup>nd</sup>: Susan Nylander

**Discussion:**

- a. Jaime Rodriguez pointed out two typos – under Modified Courses, item XI: Chemistry spelled incorrectly (missing the ‘e’); under New Courses, item V: Entrepreneurship spelled incorrectly (additional ‘e’).
- b. Nance Nunes-Gill questioned where her Certificate II for CHLD was on the agenda; should be on the March 22<sup>nd</sup> agenda.
- c. Penny pointed out some errors on the AIRC 50, 51, 52 and 53 CORs; grammar, typos, Bloom’s Taxonomy not used, Course Content doesn’t total 18 weeks.

Approve consent agenda pulling AIRC 50, 51, 52 and 53 (for discussion), also with corrected typos from CHEM and ENTR (7, 0 and 0)

- a. Discussion on AIRC 50 – typos, course description isn’t in sentence form, SLOs don’t start with verbs, objectives need to be looked at and there are a lot of spelling issues. Tanesha recommended to pull and return to original Faculty Author for corrections and then re-submit.
  1. Vote taken in favor of AIRC 50 moving forward as is (0, 7, and 0)
    - i. Will be sent back to Faculty Author for corrections
- b. Vincent Lovato moved to approve consent agenda items 2-4/2<sup>nd</sup>: Joseph
  1. Items 2-4 (AIRC 51, 52 and 53) have the same issues as AIRC 50; want to make sure everything follows the correct format. Penny suggested a possible rewording of SLO #3 that references “hook up” (not sure if part of the lingo but wasn’t sure how the students would interpret that).
  2. Vote taken in favor of these three items (AIRC 51, 52 and 53) moving forward as is (0, 7 and 0)
    - i. Will be sent back to Faculty Author for corrections.
- c. Nance Nunes-Gill questioned if courses not approved at this meeting would still be able to be taught in the fall; Karen Kane pointed out that if they can be corrected in time for the March 22<sup>nd</sup> agenda they can still be taught in the fall.

## **VII. Announcements**

- a. Joseph Williams reported a concern from Academic Senate about the importance of communication from the Curriculum Committee. Some members were under the impression that Wednesday was the deadline for submission. Nance Nunes-Gill seconded this opinion and felt that the meeting that took place after Tech Review last Friday changed the deadline but then it wasn't communicated to the members.
- b. Tanesha Young addressed the group to clarify that, as in the fall semester, the deadline was never Wednesday as Wednesday is a posting deadline. She continued to say that technically they should have the agenda posted by Tuesday, according to Brown, but it is pushed to Wednesday to be more accommodating. Time has to be given for review of all of the courses submitted and then given to Kyri by midnight Tuesday so that she can get out to faculty; a Wednesday submittal deadline wouldn't allow for that. Tanesha repeated that Wednesday will never be a submittal deadline and that they are adhering to the same timeline that was utilized in the fall semester for submissions.

## **VIII. Future Agenda Items**

- a. Penny Shreve would like the process explained better so that the group can better understand the internal deadlines. Tanesha Young replied that there really isn't a static timeline outside the deadline to publicly post the consent agenda; there are dates for faculty to adhere to but when courses are received they still have to go through Peer Review and a time can't really be placed on that although we hope that peer reviewers review the courses quickly and thoroughly. The process has no bearing on the timeline; in a reset we just have to push through; the more exceptions made the more that is lost in translation. The deadline is the deadline. If the members of the Curriculum Committee don't understand the process then they need to let the Curriculum Chair know. Everyone was given a lot of training before all of this started. Jaime Rodriguez pointed out that Kim Anderson created training materials that are on Canvas, such as the checklist, for faculty to utilize and suggested they put on the website with all of the other Curriculum items.

## **IX. Next Regular Meeting – 10:00 A.M., March 22, 2019, B6**

## **X. Adjournment**

Motion to adjourn-1<sup>st</sup>: Susan/2<sup>nd</sup>: Joseph  
(7, 0 and 0)